

DDA Registry
83-0140/6

55 JAN 1983

MEMORANDUM FOR: Director of Logistics

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Phase IV Long-Range Plan Action Items

1. As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. The items generally concern improving the management of support services. They need further research, coordination, and study. To accomplish this, it is requested that you conduct a thorough review of the subjects listed in the attachment and submit a detailed report on your findings. Your efforts should result in a thoughtful exploration of the topics which, from a Directorate viewpoint, considers the organizational implications as well as the potential for improving the efficiency, effectiveness, and timeliness of our support to the Agency's mission.

2. In addition to addressing the items listed in the attachment, you are requested to conduct a general review and report on the performance of your office in response to customer requests. This review should also verify the need for all administrative reporting which you originate. You should include a discussion of the timeliness, quality, and responsiveness of your support, both at Headquarters and in the field. Some examples of the support to be covered are: (1) courier and mail service, (2) motor pool, (3) management of real property and space allocation, (4) furniture maintenance, (5) procurement and contracting, and (6) movement of material in support of worldwide operations. Also provide a thorough discussion on how to reduce lead times, improve the overall quality of support, and reduce unnecessary paperwork. Your review should also identify those sections of regulations that are thought to be unnecessarily cumbersome. A mutually acceptable date for the completion of these reports should be coordinated with the DDA Plans Officer.

[Redacted Signature Box]

Harry E. Fitzwater

Attachment

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2. IMPROVED EXERCISE FACILITIES AT HEADQUARTERS: In coordination with the Office of Medical Services, you should explore possible ways to improve the current exercise facilities in the Headquarters building and also include plans for an exercise facility in the new building.

3. SPACE UTILIZATION: You should review and report on various options to improve our utilization of allocated space. This review should include ways to improve the environment of the space and the furniture. Some items to be included are: office landscaping, developing an in-house policy to cover our unique requirements and the changes we will need to make to keep pace with office automation.

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